Certificate Programs

Moving you forward at the speed of health care.

The health care industry is constantly evolving, and organizations must find employees with specialized skills for meeting today’s new challenges. Whether you are hoping to launch a new career in the health care industry or already working in the field and looking to advance, the School of Health Services Administration offers a range of certificate options to help you quickly build expertise in specific areas of need within the health care field — from long-term care to informatics to business management and beyond. Many of our certificates are offered as stand-alone programs, while others may be earned while you are en route to your degree.

Undergraduate certificate options:

Electronic Health Records Fundamentals
As the health care industry moves swiftly toward electronic record-keeping and information management, the demand for specialists to assist with that online migration continues to grow. In this certificate program, you will be introduced to the fundamentals of health care delivery and medical terminology, and then gain specialized knowledge in health care information systems, data management, and related ethics and compliance considerations. You will also have the opportunity to use software that simulates a variety of electronic record-keeping processes common in today’s health care facilities. Completion of this program helps prepare you to sit for the NHA Certified Electronic Health Record Specialist (CEHRS) exam.

Health and Wellness Administration Foundations
Gain a solid introduction to the administrative side of health care in this broad-based certificate program. Through the program, you will gain an understanding of the health care delivery system in our country, common medical terminology, health care information systems, patient records and the regulatory environment — preparing you for entry-level jobs working in a range of settings from physicians’ offices to medical spas to weight management clinics. Completion of this program helps prepare you to sit for the NHA Certified Medical Administrative Assistant (CMAA) exam.

Medical Records
An expanding elderly population, the introduction of the Affordable Care Act and other factors are fueling ongoing growth in the number of people accessing care — and, in turn, the need for knowledgeable billing and insurance claims professionals. In this program, you will gain insight into the health care and insurance systems; be introduced to basic medical terminology, anatomy and physiology; and gain practical skills in billing, coding and insurance claims processing. Completion of this program helps prepare you to sit for the NHA Certified Billing and Coding Specialist (CBCS) exam.

Emergency Management*
Designed for EMTs, firefighters and other first responders and emergency personnel, this program is aimed at helping you expand your knowledge and skills to more effectively plan for and respond to emergency and disaster situations. As a student, you will explore the social, cultural, political and policy factors that influence emergency management, while learning proven principles and practices that promote effective emergency planning and response operations.

Health Management
The fast-growing and rapidly changing health care industry needs savvy business leaders who understand and can navigate effectively in this dynamic environment. In the Health Management Certificate program, you will gain a broad understanding of the health care delivery system and the many factors that influence it, while gaining critical business skills in health care financial accounting, facility planning, human resources, compliance and more.

Long-Term Care**
As the proportion of older adults in our society increases, the demand for long-term care is expected to increase as well. In this program, you will explore the unique social, emotional, psychological and physical needs of older adults, while gaining skills and knowledge regarding long-term care facilities administration, diverse legal issues related to aging, the social service landscape and alternative living options for aging populations, and more.

* This program is designed for current emergency personnel.
** This program does not prepare students for any type of licensure or certification in any state.

See reverse for more information.
Graduate certificate options:

Gerontology Health Care
Designed for health care professionals working in diverse areas of the industry, this certificate will provide you with the knowledge and skills to more effectively address the unique needs of the expanding older adult population. You will gain insight into the biological process of aging and its effects on physical and mental health; social and cultural aspects of aging; the existing social service and long-term care landscape; and how these many factors intersect with public policy, economics, diversity, disability and more.

Health Care Informatics
As the world goes digital, the health care industry is racing to move decades of medical records to an online format — and to establish high-tech solutions for efficiently managing data into the future. In this program, you will gain a strong foundational understanding of informatics, the science of processing data for storage and retrieval. You will gain insight into the roles that professional informatics specialists play, while gaining concrete knowledge regarding how to select, plan and implement an appropriate information management system for a health care organization.

Benefits of being a Phoenix:
- Instructors with an average of 20 years’ professional experience (including 110 CEOs, 25 CFOs and 29 COOs)
- Average class size of 14.5 students
- Access to the Phoenix Career Guidance System™ to help you identify career options and develop the skills and connections to help you achieve your goals
- Flexible options enabling you to pursue your education without sacrificing your personal and work commitments
- Options to earn your certificate as a stand-alone, or en route to a bachelor’s degree

For more information, please visit phoenix.edu/healthcareers, or call 800.651.9115 to speak with your Enrollment Representative.

ABOUT THE SCHOOL OF HEALTH SERVICES ADMINISTRATION

The School of Health Services Administration at the University of Phoenix College of Health Professions offers graduate, undergraduate and certificate programs that prepare students to be successful managers and leaders in the dynamic health care industry.

In an era of unprecedented change — from rapid movement toward new technologies to heightened focus on controlling health care costs while improving patient outcomes, to ongoing changes in the regulatory compliance environment — the School of Health Services Administration equips students with the relevant knowledge and skills they will need to navigate today’s health management world and to effectively tackle all of tomorrow’s challenges.

For more information about each of these programs, including on-time completion rates, the median debt incurred by students who completed the programs and other important information, please visit phoenix.edu/programs/gainful-employment.